

The Cotteridge Church  
**Terms of Reference**  
**Young Peoples Working Group**

**Aims and Objective**

The Young Peoples Working Group reports to the Community Services Committee and works on its behalf to oversee all young people services provided by The Cotteridge Church, in pursuit of the following objectives:

1. Develop a range of services for young people [people thirty years old or under]
2. Enable the spiritual development of the young people
3. Encourage links between young people using The Cotteridge Church run youth services and users of other services based in the church buildings, such as the Girl Guides and Communicate2U (C2U)
4. Encourage the development of links with young people in the local community [South West Birmingham] and groups of young people run by the church or using the church facilities
5. Maintain links with our young people who are away e.g. university, and who wish to stay connected to The Cotteridge Church

**Membership**

The Young Peoples Working Group will consist of a minimum of five (5) members.

The Community Services Committee will appoint the Chair, Treasurer and remaining members to ensure that the minimum number is met and reflects the young people's services provided by The Cotteridge Church. A minute secretary will be chosen by the Working Group.

Ordinary members will serve for a period of three years, commencing on the date of their first meeting of the Young People's Working Group and cannot serve again for a period of one year after their term has expired, except if approved by the Community Services Committee.

**Meeting Procedures**

Meetings of the Young Peoples Working Group will usually be held as required, although extraordinary meetings may be held at the request of the Chair or the Community Services Committee.

A meeting of the Young Peoples Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Young Peoples Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Young Peoples Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Community Services Committee every two months, in the standard Cotteridge Church report format, on the status of the objectives of the Young Peoples Working Group and any decision required from the Community Services Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

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The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Young Peoples Working Group meetings, and then distributed to the Working Group's members.

The Treasurer is responsible for:

- Submitting a budget to the Finance, Property and Management Committee for review (in turn to be ratified by JCC) before the beginning of each new financial year.
- Continuously monitoring performance against budget throughout the financial year and prepare financial updates to each meeting of the Young Peoples Working Group.
- Submitting regular reports on performance against budgets to the Finance, Property and Management Committee, with a financial year end report for review (in turn to be ratified by JCC).

### **Finance**

The Young Peoples Working Group is authorized to raise monies to enable the pursuit of its objectives only.

Each year the Young Peoples Working Group is required to prepare a budget including a breakdown of all key income and expenditure areas.

During the year, the Young Peoples Working Group will regularly review the performance against budget and report to the Finance, Property and Management Committee (in turn to be ratified by JCC at financial year end).

Any decisions that have implications over more than one year should be approved by the Finance, Property and Management Committee (in turn to be ratified by JCC).

These Terms of Reference are authorised by

Chair of Community Services Committee

Date \_\_\_\_\_